



Fall 2005 BusinessLINC Small Business Academy Program

The BusinessLINC Small Business Academy serves small companies that have been in operation between one and five years. Many of these companies are owned by minorities and women, or located in economically distressed communities. The Academy offers a two-prong strategy: classroom training and team exchange. Modules are two afternoons per month from 6:30 - 9:00pm. Each month a new module will cover an important aspect of business management. Academy faculty is comprised of Board of Trade members with expertise in business operations who often offer a one-on-one pro bono session after the class has been completed. The first class of the month is a mix of lecture & presentation, and the second class is a roundtable discussion that allows for peer exchange, dialogue and question and answer sessions with the instructor. Please review the Fall 2005 BusinessLINC Academy Class Schedule for module topics.

Homework is often assigned and might be as in depth as suggesting formal reading materials or giving a specific assignment to complete and return, or as general as asking participants to review any issues/concerns they are having in their small business. Two classes of 20 participants are recruited annually; one starting in April and one starting in October.

Criteria for Academy Applicants

- Open to business owner only (if partnership one person should be designated as participant)
- Minimum of one year and maximum of five years in business
- Annual sales of \$500,000 or less for each of the past three years
- Up to five employees
- Partnerships, sole proprietorships or limited liability companies are eligible
- Not open to franchise companies or not for profit organizations
- Business must be located in Greater Washington
- Business owner must commit to full program by signing attendance contract that allows for three absences

Tuition

If you accept the invitation to become a BusinessLINC Academy participant you will be billed tuition according to your Board of Trade member status. Non-member tuition is \$750 and a discounted rate of \$250 is offered to Board of Trade members. Tuition is non-refundable to all participants upon acceptance to the program. Participants must pay tuition by the orientation session on October 13, 2005 or surrender their place in the class to a wait-listed candidate.



BusinessLINC Small Business Academy: Fall 2005 Application for Admission

Applications must be received by the Board of Trade by **Thursday, September 15, 2005**. Please submit via email to lindsaygodwin@bot.org (preferred) or via US mail:

Small Business Network, Greater Washington Board of Trade,
1725 I Street, NW, Suite 200, Washington, DC 20006.
Faxed applications are not accepted.

General Information

Company Name:
Address:
Contact Name:
Office Telephone Number:
Alternate Telephone Number:
Fax Number:
Email address:
Website address:
Are you a current Board of Trade member?:
Year company was established:
Current number of employees (indicate full and part time):
2002 Annual Revenue:
2003 Annual Revenue:
2004 First Quarter Revenue:
Company Certifications – Please check all that apply: <ul style="list-style-type: none"><input type="radio"/> Minority owned (at least 51%)<input type="radio"/> Female owned (at least 51%)<input type="radio"/> LSDBE certified<input type="radio"/> 8A certified<input type="radio"/> Applying for 8A status<input type="radio"/> Located in HUB, Enterprise or distressed community<input type="radio"/> Other: _____

The following questions will give the SBP a better understanding of the stage of development your company possesses and what your company's direct needs are. Please include any specific questions or challenges that your business is currently facing or predict will occur in the next 12 months. Please answer the following questions in as much detail possible while limiting your response to a maximum of half a page each. Marketing materials and/or web addresses will not be accepted to complete answers but can be included with application.

Tell us about your company

Describe your company, including products and your customer base. You may attach up to one additional sheet to this application. Please attach resume(s) of company owner(s).

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Customer References

Please provide three customer references, contact name, telephone number and email address:

1.
2.
3.

Concerns

Please list the top three concerns you have regarding the success of your business over the next 24 months. These may relate to a specific issue, such as inventory management or to broader concerns like finding new facilities, expanding market share or increasing productivity. Please be as specific as possible.

1.
2.
3.

Relevant Programs

Please note if you have been enrolled in any training programs, seminar classes, mentor programs for small business development in Greater Washington.

Aspirations

Why do you think you and your company are a good fit for the BusinessLINC Academy program? Please include particular areas that you would benefit from further training in and ways that you feel you can contribute

Expectations

What are your expectations of this program?

Participation/ Commitment

I understand that this application does not ensure my acceptance to the BusinessLINC Small Business Academy. If selected to participate I will commit to the full ten month program. I understand and acknowledge that tuition is non-refundable upon acceptance to the BusinessLINC Academy even if I am asked to withdraw due to failure to attend or if I withdraw voluntarily for any reason.

Applicant Signature

Applicants will be notified of their selection by September 30, 2005.